

**Minutes  
Mead Public Library  
Board of Trustees  
June 26, 2014**

A meeting of the Mead Public Library Board of Trustees was held on Thursday, June 26, 2014 in the Rocca Meeting room. Present Board of Trustee members were Henry Nelson, presiding; Chris Campe, Ald. Darryl Carlson, Dave Hoffman, Dolcye Johnson, Kathie Norman, Marge Segalle, Martha Wortche, and Dirk Zylman. Unable to attend was Maeve Quinn. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

1. Nelson called the meeting to order at 3:45 p.m. He determined there was a quorum present.
2. Nelson led the Pledge of Allegiance
3. There were no public comments at the meeting.
4. Carlson **moved** to approve the minutes from May 22; Campe **seconded** the motion. The motion **passed**. Segalle abstained.

**5. Correspondence, Announcements, and Common Council Referrals**

Nelson announced that the city water feature is scheduled to be operational beginning July 11; the Fountain Park fountain is scheduled June 26.

For the Board's expression of condolences Nelson read a thank you note from Nancy Lewis.

Segalle announced her resignation from the Board of Trustees because of health reasons effective after the June meeting.

**6. Committee Reports**

**A. Finance Committee – Zylman**

**1. Report of 6-26-14 meeting**

Zylman said the Board of Trustees' 850 funds have been transferred to the Mead Public Library Foundation Board to manage effective May 29. He indicated that investment reports would be reviewed quarterly at Board of Trustee meetings.

A bid for repairs to the library's roof is \$4,975 by Precision Roofing Service. A bid of \$11,700 from Fredricksen Engineers has been accepted for the engineering portion of chiller replacement at the library.

At the Finance Committee meetings members discussed current metrics to align and adjust with City financial recordkeeping according to Zylman.

## **B. Financial Report**

1. Review and approve payment of expenditures, including payroll  
Zylman **moved**; Johnson **seconded** a motion to approve payment of expenditures, including payroll.
2. **Receive monthly 2014 budget status report to date**  
Zylman referred to the report for review and discussed the contents.
3. **Report of gifts received**  
Zylman referred to a handout of donations to the library. In particular, he expressed his appreciation of monetary gifts from the Douglas Born memorial fund.

Carlson announced that the City Finance Committee will be meeting the week of July 21. He expects the library's proposed budget to be on the agenda July 28. Carlson said that because of demonstrated financial responsibility by Administration and the Board he will advocate for the MPL proposed budget.

## **7. Director's Report - Erickson**

### **A. Statistics – Comparison of report formats**

Erickson reviewed the new one-page format for reporting statistics to the Board and MPL staff.

Johnson recommended the addition of reference questions and in-house usage to the statistical report.

Zylman recommended that discussion based on statistics results be added to future Board of Trustee meetings.

### **B. Staffing update**

Erickson announced the hiring of two internal candidates, Katie Amundsen and Ashley Wiersbach, from page positions to library assistant positions.

### **C. Change in internet signup procedure**

Because of a decline in the public using library provided internet computers we will be changing the reservation process to allow patrons to book these PCs for up to four hours per day.

**D. Parking discussion with city officials**

Hoffman and DiAmico serve on a City committee to discuss parking improvements in the downtown area. In particular, pertinent to library patrons and staff is the recommendation to install clear signage for the meters with longer periods of time. Erickson announced the possibility of the 2015 library budget including an arrangement for staff to park on New York Avenue.

Hoffman said he will share Parking Improvement Committee results at future Board of Trustee meetings.

Hoffman has been asked to make a Business Improvement District presentation at the August Board of Trustees meeting.

**8. Discussion of Library Information Day scheduled for 9-20-14**

Discussion resulted in the recommendation that the event be held for three hours and advertised without specific times, but rather a come and go event for the public.

It was agreed that all three boards will share in the cost of refreshments and prizes.

**9. Discussion and possible action to approve new Sale/Disposal of Used Property policy**

Erickson referred to a handout of the new proposed policy to sell/dispose of unwanted items at the library.

Norman **moved** to accept the policy; Johnson **seconded** the motion. Motion **carried**.

**10. Liaison Reports**

**A. Eastern Shores Library System – Nelson**

The newly hired ESLS director, Amy Burtell, will start on July 7. David Weinhold will be available the month of July to help with the transition.

**B. Mead Public Library Foundation – Erickson**

Erickson thanked Norman for her work as chairman of the Foundation Strategy Committee to write a strategic plan for the Foundation. Other Foundation members of the Committee are Carol Kolzow and Tom Peneski. Erickson distributed the new strategic plan with its new focus of fundraising, advocacy for MPL, and committee restructuring.

**C. Friends of Mead Public Library – Mueller**

As liaison to the Friends organization Mueller reported the following: Marion Wheaton took over the treasurer's responsibilities, and Joan King the secretary position.

A mission statement for the Friends will be incorporated in the revised Bylaws.

Friends are making plans to partner with local nursing homes to donate books, books on CD, and movies to either compliment of develop libraries for residents, visitors, and staff.

As liaisons to the Foundation either Judy Biederwolf or Pat Mahlendorf will give a report of Foundation activity to the Friends Board.

The Friends are planning a quilt raffle with the prize being awarded at the Library Information Day, Saturday, September 20.

Handout: Friends Book Sales Schedule

#### 11. Next Meeting: July 24

##### **Other Business**

Norman announced that she and Erickson met with Dan Eck of Lakeland College and Mike Lancer of Lakeshore Technical College. She complimented Erickson for his efforts to foster community relationships on behalf of MPL.

Information items: May Statistics, Rosters of Board of Trustees and Committees

#### 12. Adjournment

Carlson **moved**; Johnson **seconded** to adjourn the meeting at 4:50 p.m. The motion **passed.**